COMMODITY REGISTRATION FORM

PHILIPPINE PORTS AUTHORITY

BAGONG PILIPINAS

Declaration and Data Privacy Consent: The information I have given is true, correct, and complete. By submitting this form, I authorized the Philippine Ports Authority to collect, use, process, and retain my personal data in accordance with the PPA's Privacy Statement and for purposes specified in this form.

Reminders:
1. Please reverse for the general instructions on how to fill out the form.
2. Asterisks (*) mandatory fields, fill-up.
3. Shaded items, no need to fill-up.
4. Accomplish one (1) copy per Customer.

To be filled out by Requesting PMO

Customer Details

Requesting PMO:

Address:

Postal/Zip Code: **Country:**

TIN:

Commodity Details

Commodity Name:

Commodity Description:

Requested By: _____
Signature over printed name

Approved By: _____
Signature over printed name
(RC Authorized Signatory)

Date: _____

Date: _____

For ICTD Personnel Use Only

Prepared By:	**Authorized By:**	**Encoded By:**	**Checked By:**
Date:	**Date:**	**Date:**	**Date:**

Help us serve you better. Please take a moment to give us your feedback by scanning the QR code and submitting the accomplished form. Thank you.

General Instructions

Indicate the Application type/action by marking the appropriate letter on the box provided.

Example:
Date:

C

[C] Create / [R] Revise / [D] Delete

To be filled out by Customer

1. Indicate the Customer Name in the boxes provided.

Example: Customer Name:

O	C	L		L	I	M	I	T	E	D			

2. Indicate the Customer Short Name in the boxes provided.

Example: Short Name:

O	C	L				

3. Indicate the Customer DTI Registration No. in the boxes provided.

Example:
DTI Registration No.:

1	5	5	6	9	9	0	0	2	1

4. Indicate the Customer Address in the boxes provided.

Example: Address:

S	U	P	E	R		T	E	R	M	I	N	A	L	,
P	I	E	R	1	5									
S	O	U	T	H		H	A	R	B	O	R	,		P	O
R	T		A	R	E	A	,		M	A	N	I	L	A

5. Indicate the Customer Address ZIP/Postal Code in the boxes provided. Check consistency of code with address above.

Example:
ZIP/Postal Code

1	0	1	3

6. Country value is pre-supplied.

Example: Country:

P	H

Philippines

7. Indicate the Customer TIN in the boxes provided.

Example: TIN:

9	1	2		3	5	7		8	6	0

8. Indicate the Customer Contact Person's Name, Contact Position, Contact Number/s, Fax No. and E-mail Address in the boxes/line provided.

Example:
Contact Name:

J	U	A	N		D	E	L	A		C	R	U	Z		

Contact Position:

A	G	E	N	T								

Telephone 1:

0	2	3	0	1	9	2	9	1	

Telephone 2:

0	9	1	7	4	3	2	5	5	6	6

Fax No.:

0	2	3	0	1	9	2	9	2	

E-mail: **ocl@yahoo.com**

9. Indicate Name of the Person who accomplished the form and affix signature and date when the form was accomplished.

Example:
Prepared by: Juan Dela Cruz   Date: 01/16/2004

For PPA Accounting Use Only

1. Indicate the Office Code and Customer Group with respective description in the boxes/lines provided.

Example:
PPA Office: **PMO-North Harbor**

Customer Group:

P	0	0	0

Port Users

2. Surcharge indicator is pre-supplied with default value to "Yes".

Example: ☐ **Yes**

3. Surcharge Code is pre-supplied with default value, if surcharge indicator is "Yes".

Example: Surcharge Code: 12% - lpt 25% - Penalty

4. E-Port is pre-supplied with default value to "No".

Example: ☐ **No**

5. Account Category is pre-supplied with default value to "Cash".

Example: ☐ **Cash**

6. Bank Guarantee is pre-supplied with default value to "No".

Example: ☐ **No**

7. Tax Code value is pre-supplied.

Example: Tax Code: **01 – Output VAT**

8. Control Account value is pre-supplied.

Example: Control Account: **8-71-600 Receivables Trade/Business**

9. Payment Term Code value is pre-supplied with default value to "Cash"

Example: Payment Terms: **C0000 – Cash**

10. Currency Type value is pre-supplied with default value to "Php Peso"

Example: Currency Type: **Philippine Peso**

11. Indicate Names and Dates and affix respective signatures of the persons who provided the information, gave authority to encode, encoded the information and validated the accuracy.

Example:

ALBorbon	RDPineda	SBVitales	RDMedina
Prepared By:	Authorized By:	Encoded By:	Checked By:
01/19/04	01/19/04	01/20/04	01/21/04
Date:	Date:	Date:	Date:

Ver. 2023-08-16